

Business English 1

orders (pedidos)

An order form is a document that records one or more business transactions between a buyer and a seller. It may also be called a business order form, sales order form, online order form, procurement order form, inventory order form, or service order form.

product: producto

service: servicio

seller: vendedor

buyer: comprador

order form.impreso de pedido

business transaction: negocio de compraventa/intercambio/trámite

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elements in a purchase order

headletter company (seller): Penguin Books Ltd.

data (buyer): name and surname, address, phone no., email

order form no. : 34556C

date: 21.04.2020

product - item code: EX66UVB

QTY / amount: 150 books

price (per unit): 50 euros

total price: 7.500 euros

payment method: bank transfer, credit card, cash, C.O.D (cash on delivery)

shipping/delivery: 23 euros

discount: _

tax: _

**YOUR
LOGO**

CUSTOMER INFORMATION	
PURCHASE ORDER #	
ACCOUNT #	

[illegible]

COMMENT OR SPECIAL NOTE <div style="border: 1px solid black; height: 100px; width: 100%;"></div>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 5px;">SUB TOTAL</td> <td style="width: 70%;"></td> </tr> <tr> <td style="padding: 5px;">DISCOUNT</td> <td></td> </tr> <tr> <td style="padding: 5px;">TAX</td> <td></td> </tr> <tr> <td style="padding: 5px;">GRAND TOTAL</td> <td></td> </tr> </table>	SUB TOTAL		DISCOUNT		TAX		GRAND TOTAL	
SUB TOTAL									
DISCOUNT									
TAX									
GRAND TOTAL									

Order form

Name:	Order:
Phone:	Order Date:
Email:	Payment Method:
Address:	Shipping Method:
	Tracking:
	Shipping Company:

[illegible]

**YOUR
LOGO**

CUSTOMER INFORMATION

VENDOR INFORMATION

SHIP TO

Company Name
Street Address,
City, State, Zip Code
Contact

COMMENT OR SPECIAL NOTE

GRAND TOTAL

Aula Virtual/@moodle

To the student

* temp files / 24 h- order forms

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